

GOVERNMENT OF ASSAM
OFFICE OF THE DIVISIONAL FOREST OFFICER :: _____ DIVISION
_____ :: ASSAM

To
The Branch Manager,
_____ Bank

Sub : Sanction Order,

Sir,
It is to inform you that an amount of Rs. _____ (Rupees _____
_____) only has been sanctioned to the _____ J.F.M.
Committee.

You are requested to make necessary payments of the amount on receipt of cheque from the
Member Secretary and President of the _____
_____ JFM Committee.

Items to be purchased	Quantity	per unit rate	Amount Required
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Yours faithfully,
(_____ [NAME] _____)
CEO _____ FDA &
DFO _____ Division
Assam

- Copy to :
1. The Forester I, Member Secretary _____
_____ JFM Committee for information and
necessary action.
 2. The President / Member Secretary _____
_____ J.F.M. Committee for information
and necessary action.

(_____ NAME _____)
CEO _____ FDA &
DFO _____ Division
Assam